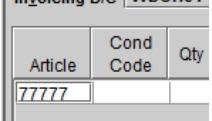
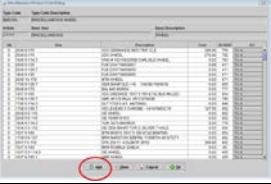
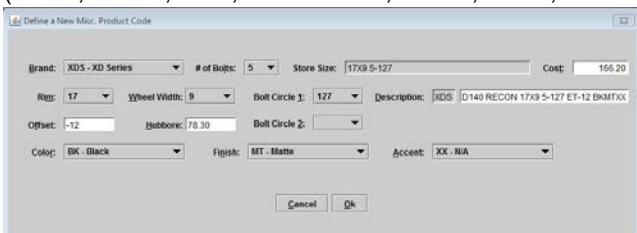
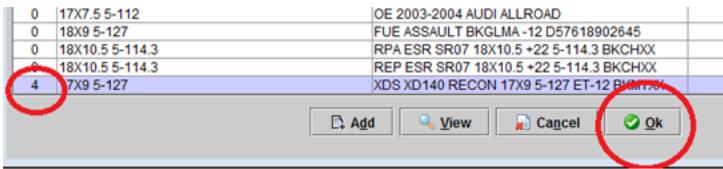
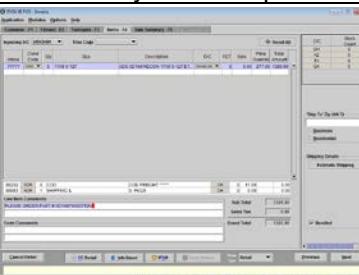


Retail – Creating Miscellaneous Wheels

Description To guide sales agents on the proper way to create a miscellaneous wheel order.

Creating Miscellaneous order Follow the steps below to properly create a miscellaneous wheel order.

Step	Action
1	On Item spec screen, enter 77777 in the article field. 
2	A new window will appear, click Add. 
3	Fill in all required fields (Make, Model, Size, Bolt Pattern, Offset, Color, Description) 
	Note: Description of the wheel is important to include as this will show on the invoice to the buyer.
4	Enter Quantity and click OK. 
5	Go to the bottom of the page to find your created item.
6	Enter Quantity again within Item Specs
7	Click Ok. The specific item will now be added to your item specs.
8	Paste your part number with Please Order comments on the Line Item Comments 

Contact

Please see your manager with any questions.